

# Policies

Membership in Civil Air Patrol is a privilege. Your membership requires certain obligations, and a personal commitment to understand and follow CAP rules, regulations and policies. You made that commitment when you applied for membership and signed the Oath of Application:

“I understand membership in Civil Air Patrol is a privilege, not a right, and that membership is on a year-to-year basis subject to annual renewal by CAP. I further understand failure to meet membership eligibility criteria will result in automatic termination at any time.

I understand only Civil Air Patrol corporate officers are authorized to obligate funds, equipment, or services. I understand Civil Air Patrol is not liable for loss or damage to my personal property when operated for or by Civil Air Patrol. I voluntarily subscribe to the objectives and purposes of Civil Air Patrol and agree to be guided by the CAP Constitution and Bylaws and comply with CAP rules and regulations as from time to time may be amended or promulgated.

I agree to abide by the decisions of those in authority of Civil Air Patrol.”

Civil Air Patrol is a professional organization made up of volunteer members throughout the nation. As you work to help CAP perform our vital “Missions for America”, you will be expected to meet certain standards of conduct and performance. Although CAP members are volunteers, we do not accept



substandard performance, conduct, appearance or behavior. Civil Air Patrol’s 65+ years of public service to our nation rests on a deep public trust. That trust, and our partnership with the United States Air Force, require our highest levels of conduct and performance.

This article introduces Civil Air Patrol’s policies on ethics, diversity, safety, cadet protection and Operations Security.

## GOALS FOR THIS MODULE:

1. State CAP’s policy on ethics.
2. Explain CAP’s policy on diversity.
3. Describe CAP’s policy on safety.
4. Outline CAP’s cadet protection policy.
5. Identify CAP’s policy on Operations Security (OPSEC).

After you have read this article, don’t forget to click on the ten-question quiz that accompanies the Policy module.

## Ethics



Ethics are standards by which one should act based on values. Values are core beliefs such as duty, honor, and integrity that motivate attitudes and actions. Not all values are ethical values (integrity is; happiness is not). Ethical values relate to what is right and wrong and thus take precedence over non-ethical values when making ethical decisions. Department of Defense employees should carefully consider ethical values when making decisions as part of official duties.  
Code of Ethics for Federal Government Service, Sec. 5, 12-500

In August 2005, Major General Antonio J. Pineda, National Commander of Civil Air Patrol, set forth the CAP Ethics Policy. As a matter of fundamental principle, Civil Air Patrol should adhere to the highest ethical standards because it is the right thing to do. This policy tasks all CAP members and employees to perform their missions in a manner that brings credit to the organization and themselves.

CAP Ethics are built on a foundation of accountability, integrity, fairness and excellence. This means more than simple honesty—you have an affirmative duty to tell the whole truth. It embraces other attributes such as courage, responsibility, justice, openness, self-respect, humility, and excellence in each and every task you face. Your ethical conduct is a representation of Civil Air Patrol. Adherence to this statement of ethics is mandatory for all staff, board members and volunteers of CAP.



## Ethical Standards

The Standards of Ethics include, but are not limited to:

- 1. Responsible stewardship of CAP's resources and assets.** We will strive for effective accounting/reporting systems, internal controls and competent staff. Only fair and inclusive hiring and promotional policies and practices will be used for all board, staff and volunteer positions. Integrity and honesty must be utilized in all transactions and dealings.
- 2. Avoidance of any conflicts of interest.** No board member, staff or volunteer may use corporate property, information or position for improper personal gain or benefit. Any individual who becomes aware of a conflict of interest or potential conflict of interest must report it appropriately.
- 3. Working relationships based on mutual respect, fairness and openness.** Board members, staff and volunteers will behave honestly and ethically at all times and with all people. Individuals will not take unfair advantage of anyone through manipulation, intimidation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.
- 4. Fair dealing in all external business relationships.** In order to preserve public perception of CAP, board members, staff and volunteers will act in good faith, with due care, and shall engage only in fair and open competition, by treating ethically all competitors, suppliers, customers, and colleagues. No gifts or entertainment will be accepted by board members, staff or volunteers, that are excessive in nature or are not consistent with customary business practices.
- 5. Confidentiality.** Board members, staff and volunteers must protect all sensitive and confidential information entrusted to them.

Civil Air Patrol takes adherence to this policy very seriously. Any member and/or employee

may immediately report any suspected violations through their respective chain of command. Any commander or supervisor who is made aware of an allegation against this Ethics Policy shall report it in accordance with the appropriate CAP or employee directive.

In order to continue our tradition of excellence, integrity and service to our country, we created an Ethics Policy. Compliance with this policy is mandatory. As representatives of this organization, your conduct must follow the highest ethical standards possible. You are not required to sign a copy of this policy, but your membership or employment with CAP is contingent upon your acceptance of the policy.

## Diversity



CAP welcomes any qualified person into its ranks, and values the contributions of all its members. CAP also believes that to truly be an organization representative of our nation, and to fully benefit from the creativity and experience of our members, it is important that we embrace the diverse nature of our country when attracting and keeping our members.

CAP is an organization of people of all ages, races, religions, ethnic origins, and genders. It includes people from all professions, educational levels, and interests. CAP is comprised of 12 year old youth and 95 year old charter members. To look at CAP is to look at

the fabric of America; just as it should be.

CAP's culture promotes the value of all its members, no matter their origin or contribution. For every member to feel included and valued, every member needs to embrace this part of CAP's culture and ensure that the processes and tasks of day-to-day CAP life welcome CAP's diversity.

Civil Air Patrol maintains a policy of nondiscrimination and all of its members are expected to adhere to this policy. No member of CAP shall be excluded from participation based on race, sex, age, color, religion, national origin, or disability. To do otherwise would be in violation of our policy.

CAP also believes that the prevention of discrimination lies not simply in policies designed to thwart poor treatment, but in inculcating into CAP the positive message of diversity and acceptance of all qualified people into CAP's ranks. CAP's Core Values of *Integrity, Volunteer Service, Excellence, and Respect* know no color, gender, ethnicity, religion, or any other categorization. It simply knows performance and merit.

CAP has a viable complaint system. If members feel that discrimination has occurred they should submit a complaint in writing to the group or wing Inspector General. The CAP nondiscrimination policy is detailed in CAPR 36-2, Complaints Under the Civil Air Patrol Nondiscrimination Policy.

## Safety

Safety is a priority in everything we do in Civil Air Patrol. Whether ground or flying safety, each individual has a responsibility to ensure that



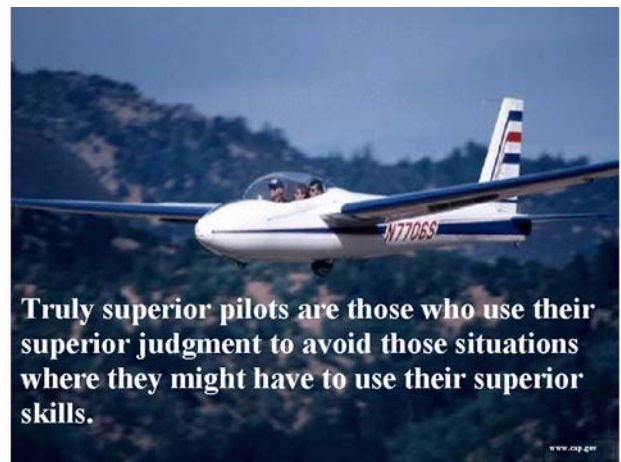


they minimize risk to people and assets under their control. Safety cannot simply be a buzzword and something to which we only pay lip service. It must be ingrained in our culture, our procedures and our everyday life.

The goal of the CAP Safety Program is to minimize the risks faced by our membership in the performance of their volunteer duties. All levels of command shall work in partnership to develop effective safety education and accident prevention measures to safeguard our members and preserve our physical resources. They shall seek to instill a culture of safety that guides the planning and execution of every CAP activity. Individual members will live the CAP motto of "Always Vigilant" in planning, conducting, and participating in all CAP activities. Hazards and potentially unsafe behavior will be addressed immediately and then reported to higher authority.

Each level of command shall formally appoint a safety officer with qualifications appropriate to the local risk environment. In addition, each activity commander shall appoint a safety officer for that activity. Members in command positions should not serve as safety officer. Whenever possible, and especially in flying units, members with flying experience should be selected.

Commanders at all levels carry the responsibility of taking immediate action against any CAP member who places a fellow member at unnecessary risk. Punitive measures may range from counseling to the loss of membership.



Safety Officers shall develop a program of regular safety education and accident prevention training for the unit(s) to which they are assigned. This program shall deliver no less than 15 minutes per month (or 3 hours per year) of face-to-face education and training to the membership. At least once annually, Operational Risk Management (ORM) will be discussed. New members will receive ORM familiarization training. Current members will receive an ORM review.

Safety briefings shall be incorporated into all field training exercises, encampments, and other special activities where members face risk. The Civil Air Patrol Safety Improvement or Hazard Report, CAPF 26, and/or FAA Form 8740-5, Safety Improvement Report, shall be used to suggest ways to reduce operational risk to members.

The CAP safety program is detailed in CAPR 62-1, Civil Air Patrol Safety Responsibilities and Procedures (14 April 06), and CAPR 62-2, Mishap Reporting and Investigation (22 Apr 05).

## **Operational Risk Management (ORM)**

CAP officially adopted ORM in May 1997. ORM is a logic-based, common sense approach to making calculated decisions on human, material and environmental factors associated with any type of activity. Simply put,

it's a methodical, six-step process to manage inherent risk.

Success, using this method, has always been, and will continue to be, hit and miss. The ORM process allows systematic risk decision-making that manages risk as part of the whole operation, reduces mishaps and improves the cost-benefit ratio by lowering risk. The end result is that we are safer, our resources are conserved and our operational capability is optimized.

Here's the ORM process:

1. Identify the hazards
2. Assess the risks
3. Analyze risk control measures
4. Make control decisions
5. Risk control implementation
6. Supervise and review

## Reporting Mishap

The overall purpose of mishap reporting and investigation is mishap prevention. Prompt notification and reporting of all CAP mishaps to the appropriate officials is mandatory. When serious injury or death is involved, there will be no formal or informal investigation conducted by CAP unless directed by National Headquarters.

A mishap is any unplanned or unsought event, or series of events, that results in death, injury, or damage to or loss of equipment or property. Mishaps can be classified as one of the following:

- Bodily Injury
- Property Damage:
  - Aircraft
  - Vehicles
  - Other

## Reporting Procedures

When any mishap occurs during a CAP activity, the unit or activity commander will immediately notify the wing commander and wing safety officer in accordance with the procedures outlined in the wing's accident reporting procedures. Wing commanders (or their designees) will immediately notify National Headquarters of all accidents involving substantial damage, serious injury or death. In addition, the wing will also immediately notify their State Director's office, and both the CAP-USAFA liaison region and CAP region commanders or their designees of all aircraft accidents or incidents, and all other mishaps involving death and/or serious injury.

## Cadet Protection

Child abuse and drug abuse both represent menaces to America's youth and to our nation's long term vitality. Both are significant concerns to every youth-serving organization, including the CAP. CAP is committed to doing everything reasonably possible to combat the potential for child abuse within our organization and to discourage our cadets from illegal use of alcohol and other drugs. CAP members are expected to avoid even the appearance of impropriety involving cadets and report suspected abuse immediately.

CAPR 52-10 outlines CAP's Cadet Protection Policy. For the purpose of this policy, abuse is defined in three categories: sexual abuse,

physical abuse, and hazing. CAPR 52-10 specifically discusses these three areas.

CAP does not condone any form of child abuse or neglect. It is your obligation to report any suspected incidents of child abuse or neglect in accordance with published CAP policies. CAPR 52-10 outlines reporting requirements.

Please go to e-Services ([www.capnhq.gov](http://www.capnhq.gov), then click the “Cadet Protection” link) for your CPPT training.

## **Operations Security (OPSEC)**

In conducting the day-to-day business of Civil Air Patrol, members do not routinely deal with classified information. Those experienced members who wish to perform certain sensitive missions (such as for the Drug Enforcement Agency, Homeland Security and others) will receive additional background screening and training before allowed to participate. However, all CAP members may expect to come across information that the Air Force or CAP have deemed “Unclassified/For Official Use Only” (FOUO). One common example of this are the Air Force radio frequencies assigned to CAP.

No matter what your assignment in CAP, all adult members must complete the on-line OPSEC awareness training program available at <https://tests.cap.af.mil/opsec>. This is a secure website and the initial screen will ask some questions to verify your identity. The training takes most members less than 20 minutes to

complete, and concludes with an agreement to protect sensitive information. Once you agree, this “Non-Disclosure Agreement” (NDA) will be electronically recorded in your membership records. This NDA will be required before you can access certain sensitive information or participate in certain missions.

### **Resources:**

- Ethics policy letter (25 August 05)
- Nondiscrimination (CAPR 36-2)
- Cadet Protection Policy (CAPR 52-10)
- Cadet Protection Program Training Student Guide (CAPP 50-3)
- Safety (CAPR 62-1, CAPR 62-2)
- OPSEC policy letter (5 June 06)